

TERMS OF SPECIFICATIONS
Services of a Conference Integrator / Event Management Company
2022 Household Survey on Domestic Visitors Dissemination Forum
28 November 2023 | Metro Manila, Philippines

I. BACKGROUND

This forum is a medium for the Department of Tourism (DOT) and Philippine Statistics Authority (PSA) to present the results of the 2022 Household Survey on Domestic Visitors (HSDV) and solicit comments and suggestions for the enhancement of the HSDV and other domestic tourism indicators.

In this regard, the SEAIMD-OTDPRIM is in need of a Conference Integrator / Event Management Company to provide the physical and technical requirements during the forum.

II. SCOPE OF SERVICES

The Conference Integrator / Event Management Company based in Metro Manila shall provide the following:

1. Form an Event Management Team that will execute, oversee and manage the required onsite physical & technical requirements of the event;
2. Source and hire a voice-over talent to ensure the smooth transition in-between sessions, activities and make the program dynamic and interactive;
3. Source and hire a one (1) moderator for the open forum;
4. Source and hire performers for the Opening Ceremonies Production Number including but not limited to one (1) male /female singer and one (1) festival dance group
5. Provide delegate/conference kits for 200 technical and executive staff as well as principal forum participants;
6. Provide the following general requirement:
 - a) Design creative materials including event banner, background, signage, digital juce, title card;
 - b) Facilitate Technical Rehearsal; secure a copy of presentation and management of pre-recorded presentations, technical requirement, etc.
 - c) Conduct of final orientation or dry run of the event at a schedule to be identified by DOT before the actual event;
 - d) Record all sessions and upload to a specific online drive including all other creative material pertaining to the event
 - e) Document in photo and video the event to include presentations in the session and endorse to the DOT in an external hard drive.
7. Provide the following Onsite Physical and technical Requirements:
 - a) Overall venue décor/execution and/or construction for the above-mentioned event to include but not limited to:
 - Stage design, decoration (*using existing stage of the venue*)
 - Venue Styling – must submit design perspective
 - Printing of Banner, Signage, Title Cards
 - Registration counter (*including clipboards, pens, alcohol dispensers etc.*)
 - b) Provision of the following requirements for the event and coordinate with the technical team of the hotel venue for the set up and installation of all physical and technical requirements to include, but not limited to the following:
 - Audio-Visual and lighting system (speaker, microphones, etc.)
 - LED wall screen W 4m x 2.5m H, backdrop, stage /set design
 - 9 units 55 inches LED TV
 - Stage truss system (as needed)
 - Conference Microphones with Chairman (goose and wireless)
 - Amplifiers
 - 2 Laptops (mac and windows) with appropriate connectors
 - 2 Presentation Clicker/Laser Pointer

- Appropriate cables and video adapters (VGA, HDMI, etc.) and
 - Professional Lighting System (if needed)
 - Signage/roll-up banner
 - Two (2) pcs. acrylic glass plaques with design based on the approved layout to be provided by the end-user
 - Close circuit dedicated camera with Pan Tilt and Zoom Capabilities and remote operation for documentation purposes
 - Non wired/wireless internet connection equipment
 - Provide generator set to sustain the electrical requirements of the exhibition and ensure uninterruptible power supply
 - Ingress on 27 November 2023
 - Egress on 28 November 2023
8. Production Management
- a) Must provide a Management Team to execute overall program sequence including but not limited to Artist Management, Technical queueing, Pre and post event rehearsals if needed. Team composition, must provide CV;
- Program Director (Show Caller)
 - Stage Manager
 - Technical Director
 - Production Manager
 - Others, as necessary

III. APPROVED BUDGET FOR THE CONTRACT AND MODE OF PAYMENT

The approved budget for the contract is **Seven Hundred Ninety-Five Thousand Five Hundred Forty-Three Pesos and Thirty-Six Centavos (PhP795,543.36)** inclusive of all applicable taxes, Government Procedure and send bill arrangement.

IV. OTHER REQUIREMENTS

1. Must be Filipino-owned, operated and legally registered professional conference organizer/ production house / events management entity;
2. Project Lead must have at least more than 3 years of experience in organizing local and international events in the Philippines;
3. Must have handled ASEAN or any other international organization with Satisfactory Certificate;
4. Must submit at least 3 similar projects handled in the past;
5. Must present CVs of proposed team members with at least 5 years' experience; and
6. Must provide proposed design perspective and proposed artists/performers.

Contact Person:

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